

Prequalified Testing Laboratory Quality Management Plan

1.1 Introduction

1.1.1 The purpose of the Prequalified Testing Laboratory Policy is to establish the procedures for becoming prequalified as a testing laboratory for the Kansas City, Missouri Public Works Department (KCMO PW). The policy is to assure KCMO PW that all prequalified testing laboratories are capable of performing material tests in a fair and accurate manner. Only prequalified testing laboratories will be accepted for use on KCMO PW projects.

1.2 Prequalifications for Testing Laboratories

1.2.1 Applicants shall submit to the Materials Engineer, a letter requesting that they be designated as a prequalified testing laboratory. The letter shall include the following:

1.2.1.1 Proof that the testing laboratory is currently meeting the requirements of a prequalified testing laboratory as outlined in section 1.3 of this document.

1.2.1.2 Name and phone number of the Quality Control Manager (QCM) at the laboratory who may be contacted for scheduling of inspections and general information.

1.2.1.3 Signature of a representative having legal authority to bind the company.

1.2.2 The Testing Laboratory agrees to:

1.2.2.1 Meet or exceed all applicable KCMO PW Standards and Specifications, ASTM and AASHTO specifications.

1.2.2.2 Make available to the Materials Engineer, or representative, all records required by section 1.3 of this document when requested.

1.2.2.3 Submit to a minimum of one Materials Section inspection per year in order to maintain certification as a prequalified testing laboratory.

1.2.3 Notification of acceptance as a Prequalified Testing Laboratory will be made in writing by the Materials Engineer.

1.2.4 Send all documentation and correspondence to the address listed below.

Materials Laboratory
4721 Coal Mine Road
Kansas City, MO 64130
Phone Number: (816) 513-4701
Fax Number: (816) 513-4717

1.3 Materials Section Inspection Program

1.3.1 Acceptance as a Prequalified Testing Laboratory:

1.3.1.1 Description: A prequalified testing laboratory will adhere to the guidelines set forth in section 1.3 of this document. Suppliers will pass a Materials Section inspection prior to acceptance as a prequalified testing

laboratory. Each prequalified testing laboratory will be subject to a minimum of one Materials Section plant inspection per year. Failure to meet one or more of the requirements listed in sections 1.3.3 and 1.3.4 may result in an accelerated inspection program. Any additional failures to meet these minimum requirements will result in the suspension of the laboratory as a prequalified testing laboratory until all documented deficiencies are corrected. The testing laboratory may be reinstated, as a prequalified testing laboratory, after a mandatory Materials Section review of the supplier's QC program.

1.3.2 Testing Laboratory Quality Control Policies and Procedures:

1.3.2.1 Description: Provide adequate training to familiarize all personnel with the company's QC procedures and provide each access to a copy of the company QC Policy Statement, and QC Manual which includes, at a minimum, the criteria set forth in this document.

1.3.2.2 Commentary: The ultimate success in achieving a quality testing is heavily dependent upon the company's and employee's commitment and the employee's understanding of the company's QC procedures.

1.3.3 Testing Laboratory Requirements:

1.3.3.1 QC Procedures:

- a) Develop, periodically review and update as necessary, a company QC policy statement and manual. The QC Manual must be approved by the Materials Engineer prior to acceptance as a prequalified supplier.
- b) Provide necessary training and certifications for all personnel and ensure that certifications are kept current. All personnel shall have ready access to the latest company QC Manual.
- c) Conduct meetings with the QCM, a minimum of once every six months to review the company's QC procedures, discuss possible changes and implement any procedural changes.
- d) The QCM or designated representative shall review and evaluate the QC techniques of all personnel once every twelve months to assure compliance with Materials Section guidelines and certification procedures.
- e) Submit to a minimum of one inspection, each year, by a Materials Section Inspector.
- f) Address and document each deficiency noted in the Materials Section inspection reports (see section 1.3.5) and conduct monthly follow-up meetings for a period of three (3) months to assure compliance.

1.3.3.2 Required QC Records:

- a) Supplier will participate in proficiency testing at a frequency consistent with their QC guidelines. The testing laboratory shall maintain records of all proficiency testing.

- b) Maintain a written employee training and orientation policy in the company files.
- c) Maintain records of all employee certifications and tests that they are qualified to conduct. These records should be for the full employment timeframe for each employee and updated as trainings and certifications are renewed.
- d) Keep copies of the laboratory's QC Policy Statement and QC Manual on file.
- e) Comprehensive report signed by the QCM, which details the laboratory response and follow-up to each specified deficiency documented during a Materials Section inspection (see section 1.3.5).

1.3.3.3 Responsible Person(s): QCM.

1.3.4 Equipment Certification Requirements:

1.3.4.1 QC Requires

- a) Maintain certification and calibration of all testing equipment as per ASTM and AASHTO Specifications.
- b) Any broken or malfunctioning equipment must be removed from service immediately and replaced with new or repaired/recertified equipment.
- c) Maintain file of all equipment certifications listed in section 1.3.4.1.

1.3.4.2 Responsible Person: QCM.

1.3.5 Materials Section Inspector Guidelines:

1.3.5.1 Prequalification Inspection: The Materials Section inspector will make an inspection visit at the request of the testing laboratory. At that time the inspector will check the laboratory in accordance with the requirements of this document. Upon completion of the inspection the Materials Engineer will grant the laboratory one of the following:

- a) Certification as a prequalified testing laboratory.
- b) Noncompliance as a prequalified testing laboratory. The Materials Section inspector will submit a written report to the laboratory outlining all deficiencies observed during the inspection process. The laboratory is required to address all deficiencies noted in the Materials Section inspector's report, at which time the laboratory may request another prequalification inspection.

1.3.5.2 Maintenance of Prequalification Status: The Materials Section inspector will make a minimum of one inspection per year. At that time the inspector will check the laboratory in accordance with the requirements of this document. Upon completion of the inspection the Materials Engineer will grant the laboratory one of the following:

- a) Certification as a prequalified testing laboratory.

b) Noncompliance as a prequalified testing laboratory. The Materials Section inspector will submit a written report to the laboratory outlining all deficiencies observed during the inspection process. The laboratory is required to address all deficiencies noted in the Materials Section inspector's report within 30 days, at which time the laboratory may request another prequalification inspection. If the laboratory is found to be in noncompliance a second time, they will be removed as a prequalified laboratory until they are recertified.

1.3.5.5 Materials Section Inspector Check List:

- a) Examine the plants QC policy statement and manual.
- b) Review the availability of QC policy statement and manual to employees.
- c) Review employee training and certification records.
- d) Interview the person(s) responsible for QC policies and procedures.
- e) Examine equipment certification and calibration records.
- f) Inspect testing equipment for damage and ensure all equipment is in good repair.
- g) Verify proficiency testing is being done and records are being maintained.

1.3.5.5 Responsible Person: Materials Section Inspector.